Getting Started with CHRS Recruiting

Introduction

This guide is an introduction to the Common Human Resources System (CHRS) Recruiting system for end-users. If you have never worked with the CHRS Recruiting system before, this guide provides some fundamental skills that you need to know before you can use the CHRS Recruiting system.

What you will do

- Log in to CHRS Recruiting
- Explore the top navigation bar
- Recognize role-based interface differences

System overview

The CHRS Recruiting system is a PageUp implementation. PageUp is a software vendor that provides the recruiting system software.

Although the CHRS Recruiting system serves the entire CSU system, each campus has configured the system for its users.

CHRS is a cloud-based system and receives regular updates from PageUp, which means that the user interface can be updated periodically. These changes mostly affect the look and feel of the web pages, but the underlying functionality does not change significantly. The background colors, icons, buttons, and their positions on the page can change periodically. These changes can cause discrepancies between the screen shots in these guides and your live experience.

Logging in to CHRS Recruiting

The CHRS Recruiting system is a single system that serves all CSU campuses. Each campus has made some customizations, but everyone logs into the same CHRS Recruiting system.

Your campus login ID identifies you as an internal CSU user. Only internal users can access the system.

When to log in

- You need to access the CHRS Recruiting system.
- The system has logged you out after being idle.

Prerequisites and assumptions

- You must have a CSU email address to access the system.
- Your browser supports all of the features of PageUp.
- Popups are enabled for the CHRS Recruiting website.

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How to log in to CHRS Recruiting with SSO enabled

SSO stands for single sign-on. With SSO enabled, you do not need to log in to separate websites if you are logged in to the intranet on your CSU campus.

1. Log in to the Intranet with your campus ID and password.

2. Go to the CHRS Recruiting Website URL: https://ds.calstate.edu/?svc=pageup
    Hint: bookmark this location.

If you are not already logged in to the intranet on your campus, the system prompts you to enter your campus ID (example: jjones) and password.

What happens next

The CHRS Recruiting Home page opens.

Explore the Top navigation bar

After you log in to the system, you see the Top navigation bar. This bar provides links to other pages.
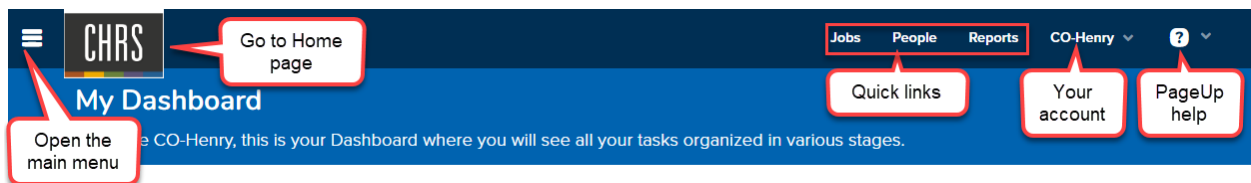
- The menu icon opens the Main Menu. The Main Menu provides navigation to all other pages.

- Your campus (or team) logo (CHRS in this example) opens the Home page.

- Quick links open the most commonly-used pages for your role.

- Your account: shows your account name and provides a link for you to log out.

- The question mark icon provides links to the PageUp Knowledge Portal, Support Services, and print function.

What happens next

With the Top navigation bar, you can:

- Open the Main Menu.

- Open quick links available to you.

- Return to the Home page.

- Log out.

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Role-based interface differences

Every user who logs in to the CHRS Recruiting system is assigned to one or more roles. Your role determines what you can see within the CHRS Recruiting system dashboards and menus, including:

- Links available in Quick Links

- Links available in the Main Menu

- Dashboards

- Buttons, links, controls to perform certain tasks (such as create a job)

The dashboard on your homepage is based on your role on campus:

Recruiter Dashboard

- Configuration Administrators

- HR / Faculty Affairs and Success Recruiters

- Administrative Analyst/Specialists

- Administrative Support Coordinators

Hiring Manager Dashboard
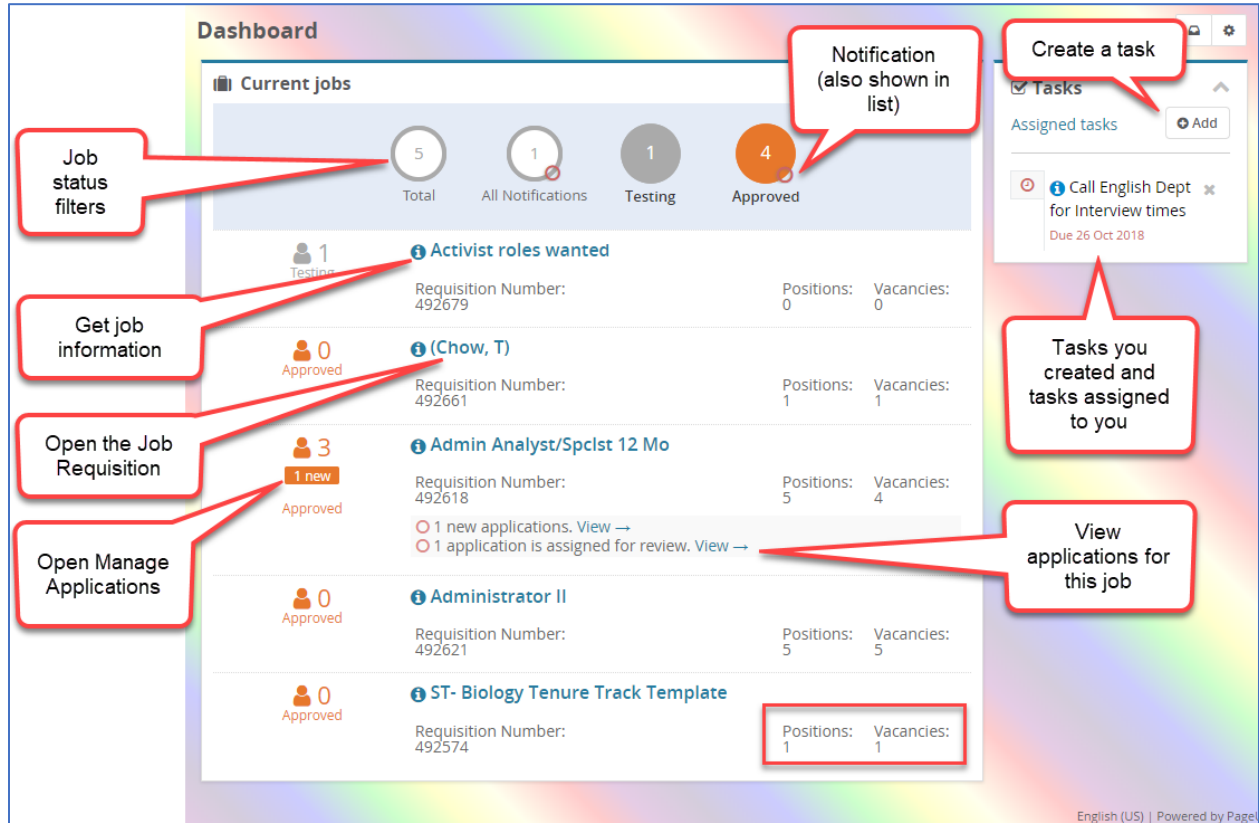
- MPP & Department Chairs

- All other state-side campus roles

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Recruiter Dashboard

The Recruiter Dashboard provides an overview of open jobs, applications, and tasks used by HR and Academic Personnel Representatives.

Recruiter Dashboard layout

The screen capture below shows a typical Recruiter Dashboard.

Actions and results

The table shows what happens when you use functions on this dashboard.

What you click	What happens
Job status filters	The filter toggles on, indicated by a filled circle. Current jobs shows jobs with that status. For example, you can filter only on Approved jobs. The filter toggles off, indicated by an outlined circle. You can have multiple filters on to view jobs in selected states.
Information icon	Information about that job is shown in a popup.
Job title	Opens the job requisition for that job.
Applicants icon	The Applicants page opens showing the applicants that applied for that job.
View link (next to an applicant)	Opens the applicant page for that particular type of applicant. In this example, you can view: • New applications. • Applications that are assigned to you for review.
A task	The task editor opens. You can view the details or edit the task.

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What you click	What happens
Add button in the tasks area	Opens a new task editor with blank fields. You can add a task for yourself or add a task for someone else. Tasks are simple to-do items. ☑ Tasks ⌃ Assigned tasks ⊕ Add
Workbench	Opens the Workbench page, where you can see a list of applicants and view their resumes. Resumes are then used to create applicant profiles.
Settings	Click the Settings icon to change the display density.

What happens next

From this dashboard, you can do many recruitment tasks:

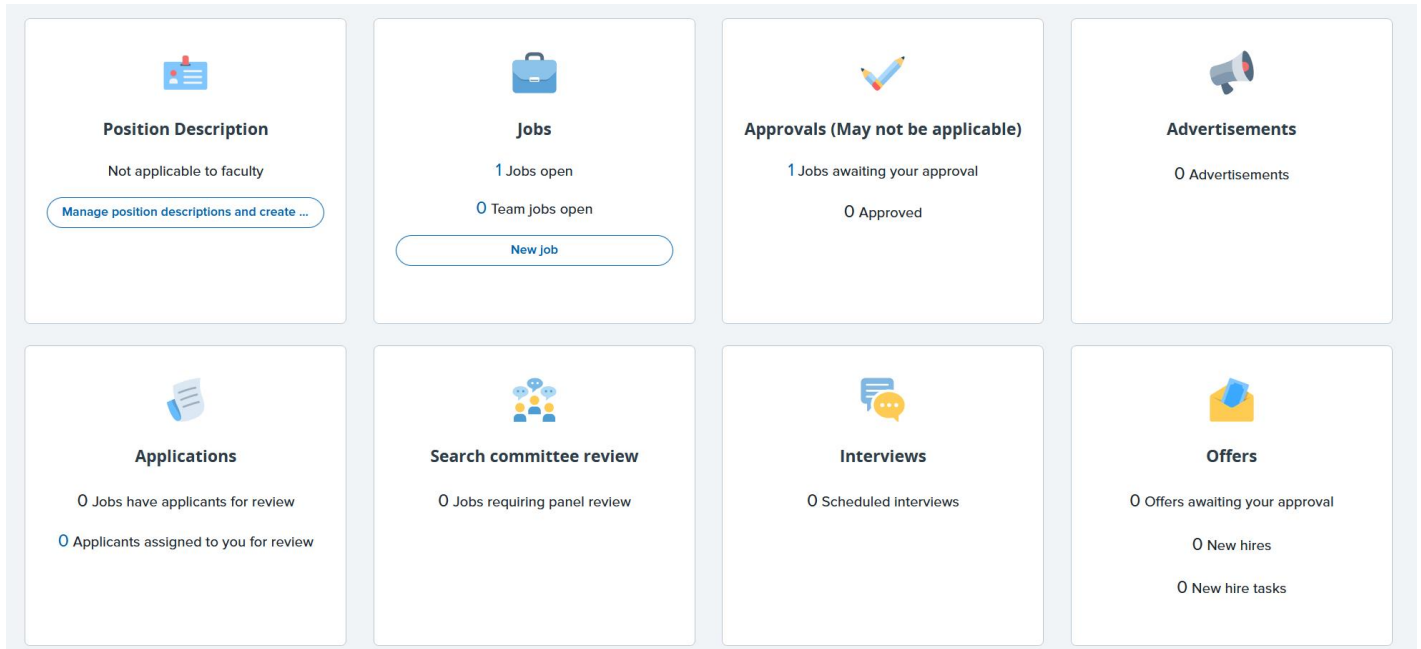- Filter your jobs.

- View applications.

- Review items that require your attention first, such as:

  o Alerts ○

  o Notifications 🔔

- Open or add tasks

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Hiring Manager Dashboard

Hiring Managers typically serve a dedicated role in the recruitment process, so their dashboard is streamlined to provide most frequently used page inks where they can gain quick insight on the status of their requisitions and perform their functions easily.

Hiring Manager Dashboard functions

The Hiring Manager dashboard displays function tiles that provide information and links to other pages.

Tile	Links to other pages
Position description	**Manage position descriptions** button links to **Manage position descriptions**. This feature is not used in faculty recruitments on our campus.
Jobs	**# Jobs open** links to **My jobs** listing jobs under your name. **# Team jobs** links to **My jobs** listing team-created jobs. You must have permission to view team jobs. **New job** links to **Create a new job**. (This link is only available for certain job roles on campus)
Approvals (May not be applicable)	**# Jobs awaiting your approval** links to the list of those jobs. **# Approved** links to a list of recently approved jobs.
Advertisements	**# Advertisements** links to **My Sourced Jobs**. This page contains all the jobs that you posted.

| Tile	Links to other pages
Applications	**# Jobs have applicants for review** links to **Shortlisted applicants**. **# Applicants assigned to you for review** links to **My applicants**.
Search committee review	**# Jobs requiring panel review** links to **My search committee jobs**.
Interviews	**# Scheduled interviews** links to **My events** page, showing a list of upcoming events.
Offers	**# Offers awaiting your approval** **# New hires** links to **My new hires.** **# New hire tasks** links to **My new hire tasks.**

Using the tiles

Tiles have multiple functions. Some tiles show a number of items that need attention. These display items are actually links to other pages. Clicking on the link goes to a page where you can address those needs.

Permissions affect the interface

Your role might be further refined to provide or restrict certain functions. For example, the New Job button might be disabled for your role if you are not authorized to create new jobs.

Recruiting Process Overview
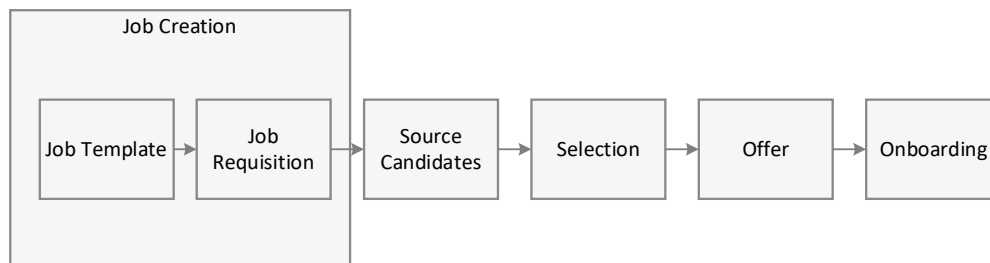
Job Creation: The recruiting process begins with the creation of a job. Job templates can shorten the time to create a new job.

Source Candidates: After the job is created and approved, the job is posted to make it available for applicants. Recruiters can also search through existing talent pools and invite applicants.

Selection: Applications are reviewed and shortlisted. Some applicants are moved forward in a recruitment process.

Offer: When an applicant is selected for the position, an offer is created, approved, and made.

Onboarding: After the applicant has accepted the offer, onboarding tasks begin.

New Hire data from CHRS Recruiting system is sent to PeopleSoft to record employment transactions and to generate pay.